

# DERRELL C. ROBERTS LIBRARY

Information about all Roberts Library resources and services can be found on the Library's homepage: [www.daltonstate.edu/library](http://www.daltonstate.edu/library)

Faculty are eligible to check out circulating print materials for a semester. Summer is considered one semester. All materials should be returned and/or renewed at the end of each semester. Media items have a 1-week circulation period. We are unable to provide instructors with information about a specific patron's circulation information.

Faculty are eligible for faculty circulation privileges as soon as they are appointed. Your faculty ID serves as your library card. If you have any questions about your library card privileges or your account, please contact Circulation staff at 706.272.4583.

Faculty and students have access to a wide selection of online resources through GALILEO and provided directly by Roberts Library. Over 300,000 e-books are part of our online offerings. All online resources are not only available on campus but remotely with an appropriate username and password. Faculty may access online resources by using their campus network username and password. The remote login method provides access to all Roberts Library databases. We are happy to schedule a one-on-one session with faculty regarding GALILEO and other library resources. Send a request via e-mail or call 706.272.4583.

In addition to our purchased books, media, periodicals, and online resources, Roberts Library offers selected Federal Documents as a selective depository of the United States Government Printing Office. More and more government documents are being formatted electronically and may be directly linked from the GIL-Find catalog. For items not linked and not available as part of our collection, faculty may request items through Interlibrary Loan.

Roberts Library's Interlibrary Loan and GIL Express services enhance Roberts Library holdings by allowing faculty to obtain articles and other materials that we do not have access to or own. GIL Express is a University System of Georgia Resource Sharing service that allows USG patrons to directly borrow circulating materials from other USG schools. You identify the material in the library's [GIL-Find catalog](#) and initiate the loan yourself. Materials will be delivered to Roberts Library. For additional information about these services, view the [Interlibrary Loan and GIL Express Services page](#).

You are encouraged to schedule an Information Literacy class or tour of Roberts Library. These classes are custom tailored to your course assignments and objectives. The Library's two classrooms are equipped with laptops, a teacher workstation, and projector. Information Literacy sessions generally focus on searching, locating, and evaluating research materials in the collection using online resources. Faculty may specify if certain library materials should be emphasized along with search techniques and online resources. Please contact the Information Desk at 706.272.4583 to schedule your classes. We ask that you give us a week's notice so that we can properly prepare for your class but we can take classes on shorter notice. Also, if you are teaching a class at Gilmer Center or elsewhere, we can come to your class with a week's notice.

The Circulation Staff can place library materials as well as personal materials on Course Reserve for your classes. Items placed on Course Reserve may be limited to in-house use only or have shortened periods for circulation. Please note, Course Reserves will be managed in

accordance with U.S. Copyright Law. For additional information regarding Course Reserves, see the [Roberts Library Course Reserve Policy](#).

Faculty are encouraged to make suggestions for library resources that support teaching and course objectives. Requests may be sent by e-mail or by campus mail to the Library Director or left with staff at the Circulation Desk. For more information about Collection Development, please see the [Roberts Library Collection Development Policy](#).

Roberts Library has color and black & white printers, multiple digital scanners, and color and black & white photocopiers available for patron use. Students and faculty must use their Roadrunner card to print from library computers or personal devices.

Roberts Library has several public workstations near the Circulation Desk for both public and student use. The Roberts Library Computer Lab provides printing and over 40 workstations for student use only in a separate area. The library also has 4 video labs with a workstation, projector, and recording equipment in each lab. Students may reserve a video lab to rehearse and/or record individual or group presentations.

Library hours are posted throughout campus, at the Roberts Library entrance, and are posted [online](#). Summer term hours are more limited. Intersession hours will be posted in the usual places and are typically the same as campus office hours of 8:00 a.m. to 5:00 p.m. Monday through Thursday, 8:00 a.m. to 12:00 p.m. Friday, and closed Saturday and Sunday. The online resources at [www.daltonstate.edu/library](http://www.daltonstate.edu/library) are available 24/7.

Roberts Library is a comfortable place for study and relaxation where you have access to academic resources and leisure time reading materials. We encourage your students working in groups to take advantage of our group study rooms which come equipped with a marker board and wireless access. Generally, the study rooms are for two or more students and are first-come, first-served. Faculty who are interested in using one of the study rooms with a group of students may reserve one by calling the Circulation staff at 706.272.4583. With numerous quiet alcoves, a substantial collection of resources, and nice woodland views, we hope that you find the library to be an essential part of your DSC experience.